

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB02-93

Date: May 27, 2003

Expiration Date: 6/30/04

69:179:pc:7176

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA FOURTH QUARTER PARTICIPANT REPORTING

The purpose of this information bulletin is to provide instructions and important dates regarding the Program Year (PY) 2002-2003 year-end participant reporting under the Workforce Investment Act (WIA).

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit monthly Individual Participant Data (IPD) via JTA by the 20th of each month. Subgrantees not electronically linked to the JTA system for participant reporting purposes must submit participant reports by mail or by fax no later than the close of business on the 20th of each month. Also, manually completed participant reports must be faxed to your Program Manager at (916) 654-9586.

Below are the highlights of the year-end participant reporting process. Please review the attachment that displays the year-end reporting process in detail.

JUNE 20, 2003:

For the purpose of the *Annual Report* and the official performance calculations reported for PY 2002-2003, the June 20, 2003, IPD submission will be the last wage record match that will be officially returned to the local areas for submission of supplemental data. These IPD will be matched to California's wage records and to the Wage Record Interchange System. Although there will be a final match to the California wage record file for the purpose of the *Annual Report* in October 2003, Department of Labor (DOL) reporting timelines do not provide sufficient time for submission of additional supplemental data after the completion of this wage record match. If a client is not found in the California wage records or in the Wage Record Interchange System, supplemental employment data reported to the JTA system by August 20, 2003, will be considered in the final PY 2002-2003 performance calculations.

JULY 21, 2003:

The IPD submission for the period ending June 30, 2003, is due no later than the close of business on July 21, 2003. The data reported by July 21, will be used to compile the final quarterly report to DOL for the cumulative reporting period, July 1, 2002, through June 30, 2003.

All Veterans Workforce Investment Program grantees are reminded to complete the quarterly automated benchmark procedures prior to submitting their IPD. For additional information on this process and procedure, please contact your Program Manager.

AUGUST 20, 2003:

The IPD submission for the period ending July 31, 2003, is due no later than close of business on August 20, 2003. In order to be included in the year-end performance calculations, any supplemental employment data for clients who exited WIA from October 1, 2001, to September 30, 2002, and not found in the wage record files, must be reported no later than August 20, 2003. This guideline is in compliance with DOL requirements.

OCTOBER 20, 2003:

Under some circumstances, revisions and corrections to year-end participant data may be allowed. For consideration as part of PY 2002-2003 data calculations, local areas and other subgrantees linked to the JTA system, must file revisions or corrections on or before October 20, 2003. For those not linked to the JTA system, any revisions or corrections must be postmarked or faxed on or before October 20, 2003. The state-side JTA system will not accept any new IPD submissions after October 21, 2003, until the completion of the year-end report.

PY 2002-2003 ANNUAL REPORT PARTICIPANT DATES:

The annual report is compiled using the following time frames:

- **Entered Employment Rate, Earnings Change/Replacement, Retention Rate, and Credential Rates**
 - Exitors October 2001 through September 2002
- **Younger Youth Diploma Rate**
 - Exitors July 2002 through June 2003
- **Younger Youth Skill Attainment Rate**
 - Attainments in July 2002 through June 2003
- **Participant and Exit Counts**
 - Exitors July 2002 through June 2003

For additional participant reporting requirements, revision procedures, or how to input supplemental data, refer to WIA Information Bulletin [WIAB00-89](#), *WIA Participant Reporting Handbook for Performance*, dated May 10, 2001.

If you have questions regarding participant data, please contact Mr. Jim Fitzgerald, Performance Management Unit, at (916) 654-8298. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment

WIA PY 02/03 YEAR END PARTICIPANT REPORTING TIMELINE